Title: National Director of Development  
Date: September 28, 2015

Status: ☒ Full-Time; ☐ Part-time; ☐ Temporary (length of assignment):  
# of hours/week: 40

FLSA Classification: ☐ Non-exempt; ☒ Exempt

Office Location: ☐ Portland; ☐ D.C.; ☐ Denver; ☐ Remote; ☒ Other (Indicate): Preferred location is DC but New York or Los Angeles are also possible

Position Reports To (title): Chief External Affairs Officer  
Department: External Affairs - Development

Organization: Compassion & Choices works nationally to improve care and expand choice at the end of life. Compassion & Choices envisions a society in which everyone receives state-of-the-art care at the end of life, and a full range of choices for dying in comfort, dignity and control. We engage our mission through three main pillars of service: end-of-life consultation, educational programs, and legislative/legal advocacy.

Position Summary: The National Director of Development is responsible for the oversight and management of a multi-faceted development program in support of Compassion & Choices strategic plan. With a growing annual budget now exceeding $17 million, and 300,000 members and supporters throughout the United States, Compassion & Choices leads the end-of-life choice and death with dignity movement. Annual fundraising has increased from $8.3million in 2013 to almost $16 million by the end of last fiscal year. Compassion & Choices plans to increase its fundraising achievement to at least $25 million annually by 2023.

Essential Duties and Responsibilities: Core duties and responsibilities include the following (other duties may be assigned):

- Manage an expanding team of 13 development professionals distributed among C&C offices in Washington, DC, New York, Denver, Portland, Oregon, Los Angeles and remote locations
- Collaborate with Communications & Marketing and various Program departments to ensure ongoing alignment of development activities with the organization's operating priorities and the Strategic Plan.
- Manage by objectives to promote program growth, track group and individual accountabilities and promote teamwork in a climate of excellence
- Provide energetic and visible leadership and motivation to the board of directors, staff, and volunteers who raise support to achieve the strategic plan objectives.
- Model effective fundraising through personal and active management, solicitation and stewardship of a national portfolio of approximately 50-60 major and special donors and prospects
- Plan, deploy and evaluate all fund-raising programs and related resources and produce annual budgets
- From within the existing base, lead efforts to steward, cultivate, renew and upgrade
- Represent Development within the PIRAT (Program Implementation and Resource Allocation Team)
- Expand an aggressive national individual giving drive to advance a major gift program of $2,500 - $99,999 contributors, a special gifts program of contributors with gifts greater than $100,000 (including a growing number of $1.0+ million special gift donors) and middle donors of $500 - $2,499.
- Oversee a rapidly expanding national direct marketing program (acquisition, house appeals, online and offline).
- Expand the current direct marketing only planned giving program into a full-service program focusing on building a robust pipeline of bequests and other deferred gifts
- Build capacity overall to match the rapid expansion and success of Compassion & Choices.

Supervisory Responsibilities: Include but are not limited to: interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

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**Strategic Thinking** - Develops strategies to achieve organizational goals. Understands organization's strengths & weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.

**Written Communication** - Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information.

**Presentation Skills** – Has a fluent and comfortable speaking style and is accustomed to presenting complex ideas to peers, donors and board members

**Innovation** - Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others' attention.

**Technical Skills** - Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

**Quality** - Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

**Quantity** - Meets productivity standards. Completes work in timely manner. Strives to increase productivity. Works quickly.

**Dependability** - Responds well to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals.

**Interpersonal Skills** - Works as a team player with others (staff, volunteers, etc.); Focuses on solving conflict, not blaming; Maintains confidentiality; Active listening skills; Remains open to others’ ideas and tries new things. Accepts feedback from others; Gives appropriate recognition to others. Maintains confidentiality.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement. Takes responsibility for subordinates' activities. Makes self available to staff. Provides regular coaching & performance feedback. Develops subordinates' skills and encourages growth. Solicits and applies customer feedback (internal and external). Fosters quality focus in others. Improves processes, products and services. Continually works to improve supervisory skills.

**Organizational Support** - Follows policies and procedures. Completes administrative tasks correctly and on time. Supports organization's goals and values. Benefits organization through outside activities. Supports affirmative action and respects diversity.

**Planning/Organizing** – Effectively prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Strives to increase productivity. Organizes or schedules other people and their tasks. Develops realistic action plans. Works efficiently and with minimal supervision.

**Project Management** - Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.

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**Qualifications:** To perform this job successfully, an applicant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

- Master’s degree in related areas (Management, Marketing or other Social Sciences).
- A minimum 10 years’ experience in fundraising management.
- CFRE, FAHP or similar professional certification preferred.
- Proven fundraiser. Ability to develop campaigns and meet income goals.
- Experience with personal solicitation of six-figure and above gifts
- Experience developing online and offline direct marketing campaigns with measureable results in list growth, engagement and revenue.
- Must be fluent in social media applications.
- Ability to write and edit compelling and accurate copy.

To perform this job successfully, an individual should have knowledge of Database, Internet, Spreadsheet, and Word Processing software. Experience with Convio Luminate CRM helpful.

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- **Communication Skills:**
  Ability to respond to common inquiries or questions from stakeholders, supporters and colleagues. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Mathematical Skills:**
  Ability to apply concepts such as, fractions, percentages, ratios, and proportions to practical situations.

**Other Qualifications**
- **Travel:** Must be able and willing to travel nationally (overnight and possible weekends)...approx. 45% travel.

**Environmental**
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee may sit for longer periods of time. The employee is occasionally required to stand and walk (includes maneuvering through airports and hotels). The employee must occasionally lift and/or move up to 25 pounds.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and typical of that found in an office environment.

To apply: Send cover letter and resume to Candy Vande Ven, HR Director (HR@CompassionAndChoices.org). In subject line, please indicate “Last, First Name; NDD; 10-2015). No phone calls; no agencies.

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